

TO: All Public Employers

FROM: Donna L. Coman, Retiree Data Base Manager

DATE: December 14, 2007

SUBJECT: Deduction of Health Insurance Premiums

PREMIUM DEDUCTION FORMS

A retired public employee is eligible to continue coverage in a public employer's group health insurance plan. The monthly insurance premium may be withheld from the retiree's monthly retirement benefit.

The Montana Public Employee Retirement Administration (MPERA) does not monitor any insurance plan but offers a deduction withholding service. Retirees must address all questions concerning coverage to you, the former employer, including the authorization for withholding.

Both the former employer **and** the retiree must complete the *Authorization for Deduction of Health Insurance Premiums* form. The former employer must forward the authorization to the MPERA before the 15th of the month. (Example: November premiums -- the application must be in the MPERA office prior to October 15th.)

RATE CHANGES

- Rate changes must be made on a photocopy of the *Monthly Insurance Premium Withholding List* provided by the MPERA.
- Indicate the appropriate changes, provide a contact phone number, sign and date the report and return the report to the MPERA office.
- Reports may be returned by mail or faxed to (406) 444-5428
- Changes must be received before the 15th of each month.
- **DO NOT** send change adjustments to MPERA more than 30 days prior to the date of the change.

If your mailing address on the envelope is incorrect, notify the MPERA **in writing**.